



King County Board of Ethics
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KING COUNTY BOARD OF ETHICS MEETING NOTICE

When: Monday, August 16, 2004, 4:30 p.m.

Where: Bank of America Tower
701 Fifth Avenue, 34th floor
Conference Room, Suite 3460
Seattle, WA 98104

AGENDA

1. ***Approval of Agenda***
2. ***Approval of Meeting Minutes of July 19, 2004***
3. ***Board of Ethics Procedures and Rules.*** Review for approval.
 - Procedures for Meetings for the Board of Ethics
 - Rules Related to Filing Statements of Financial and Other Interests.
4. **Discussion of 2005 Retreat Location.**
5. ***Staff Report***
 - Staff Informational Response Summary
 - Tri-Jurisdictional Statement of Common Principles – update
 - Statements of Financial and Other Interests – 2005

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Minutes of the August 16, 2004, Meeting of the King County Board of Ethics

The August 16, 2004, meeting of the King County Board of Ethics was called to order by Chair Price Spratlen at 4:33 p.m. Board members in attendance were:

Lois Price Spratlen, Ph.D.
Margaret T. Gordon, Ph.D.
Rev. Paul F. Pruitt
Jerry Saltzman

Roland H. Carlson had an excused absence.

Others in attendance:

Catherine A. Clemens, Administrator, King County Board of Ethics
Alan Abrams, Senior Deputy Prosecuting Attorney and Board Counsel

1. *Approval of Agenda.* Mr. Saltzman moved and Rev. Pruitt seconded that the board approve the proposed agenda. The board unanimously adopted the motion and the agenda was approved.

Chair Price Spratlen asked for introductions from those present.

2. *Approval of Meeting Minutes of July 19, 2004.* Rev. Pruitt moved and Mr. Saltzman seconded that the board approve the July 19, 2004, meeting minutes. The board unanimously adopted the motion and the minutes were approved.

Dr. Gordon arrived at 4:36 p.m.

3. *Board of Ethics Procedures and Rules.* Ms. Clemens briefed the board. She explained that certain rules and procedures of the King County Board of Ethics are now out of date or require revision to make them complete. Ms. Clemens proposed that the board act to correct these issues. Specific issues to be addressed are: Procedures for Meetings for the King County Board of Ethics—make current the location and time of meetings, and make minor editing changes; and Rules Related to Filing Statements of Financial and Other Interests—incorporate relevant provisions from the Code of Ethics that were previously omitted, make the rules consistent with the statements of financial and other interests, and make minor editing changes. The board discussed the proposed amendments, including the meeting time. They agreed to keep the meeting at 4:30 p.m. in order to encourage attendance by members of the public, but agreed to ensure that the office door, normally locked at 4:30 p.m., be kept open for attendees. Following additional discussion, Mr. Saltzman moved that the proposed amended Procedures for Meetings and proposed amended Rules Related to Filing Statements of Financial and Other Interests be approved and Dr. Gordon seconded the motion. The board unanimously adopted the motion and the proposed amended rules and procedures were approved. At this time, Chair Price Spratlen determined the time, place and manner of receiving public comment, according to adopting procedures under K.C.C. chapter 2.98, and approved the notice for public comment. She directed the administrator to file the notice for public comment with the Clerk of the Council the next business day.

4. *Discussion on 2005 Retreat Location.* The board discussed various locations for the 2005 retreat to be held Saturday, January 15, 2005. The board agreed that any location must be accessible to the public and ADA (Americans with Disabilities Act) compliant. Members agreed to explore three locations, the Seattle public library, the University of Washington HUB, and Horizon House, and make a determination from those three choices at a later date.

5. *Staff Report.* Ms. Clemens briefed the Board. Staff Informational Response Summary. The ethics administrator issued eighteen (18) written staff informational responses (SIR) from July 14, 2004, through August 2, 2004, as requested by employees of King County. Ethics issues addressed by the responses included: jurisdiction; use of county internet; confidentiality; union campaign activities; political activities in the workplace – wearing campaign buttons (4); use of county meeting rooms and email for affiliation groups (2); solicitation of sick/vacation leave from other employees (3); board and commission membership definitions; conflict re: contract – employee engaging in outside employment (2); board member conflict of interest; and use of county email for charitable solicitation. Tri-Jurisdictional Statement of Common Principles. Ms. Clemens distributed copies of a letter from the chair and executive director of the Washington State Executive Ethics Board. The letter notified the county ethics board that the WSEEB had been unable to address the matter by the requested date of August 15th, but would endeavor to place the matter on its September agenda. In addition, Ms. Clemens noted that she spoke to the executive director of the Seattle Ethics and Elections Commission on the same day as the meeting and was informed that due to a set agenda, the SEEC had been unable to address the matter in August, but would endeavor to address the matter in September. Amended Statements of Financial and Other Interests for Employees and Board and Commission Members. Ms. Clemens presented the amended disclosure statements for the 2005 annual financial disclosure program. The forms incorporate changes as previously determined by the board. Dr. Gordon moved and Mr. Saltzman seconded that the amended 2005 statements of financial and other interests for employees and board and commission members be approved; the board unanimously adopted the motion and the forms were approved.

Chair Price Spratlen stated that during the last meeting, the board had recognized Mr. Abrams significant contributions to the disclosure program when he advised a 'show cause' letter be created asking non-compliant filers to declare why they had not filed. In addition, Mr. Abrams suggested that the letters first be shared with county staff with responsibilities over the non-filers. Dr. Price Spratlen stated that these actions had been extremely effective and has given the board a powerful tool now and in the future to ensure compliance. She then read two letters: her letter of acknowledgement to Mr. Abrams and her letter to Mr. Abrams' supervisor, Sally Bagshaw, Chief Civil Deputy, King County Attorney General's Office, in support of Mr. Abrams. In addition, Mr. Saltzman read a letter of appreciation written on behalf of the board by Chair Price Spratlen to Ms. Clemens in acknowledgment of her work. Mr. Saltzman stated that he has taken note of the environment within the board of gracious appreciation shown to staff and other board members. The board discussed the manner in which it might make historical its accomplishments and its work over the past decade, including writing a paper and making a presentation at the next Council on Governmental Laws (COGEL) conference. Ms. Clemens noted that the agenda for the December conference has been set, but other options might include updating the board history on the ethics web site or contributing an article to the COGEL newsletter. The board agreed to take action on those two items in 2005.

Mr. Saltzman moved and Rev. Pruitt seconded the motion to adjourn the meeting. The board unanimously approved the motion and the meeting was adjourned at 5:32 p.m.

Approved this 11th day of October, 2004, by the King County Board of Ethics.

Signed for the Board: _____
Dr. Lois Price Spratlen, Chair